

# Undergraduate Application form 2019/2020



**CENTRAL  
UNIVERSITY**

FAITH • INTEGRITY • EXCELLENCE

Please read all the instructions in the shaded area carefully before completing this form. Apply as early as possible. Use black ink and **BLOCK LETTERS** when completing this form. **DO NOT** submit more than one application

Completed forms should be returned to:

**The Admissions Officer, Central University**

**Miotso Campus, Near Dawhenya (off the Accra-Aflao Road)**

## 01 Biographical information

Surname (family name)

This is the name under which your file will be registered. Change of name is not permitted after registration.

Surname				First Name		Other Names	
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## 02 Title

Please tick the title you normally use e.g. Mr. etc.

Ms.	Miss	Mr.	Mrs.	Dr.	Professor	Other (Please specify)	
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## 03 Date of birth (eg. 10-JAN-1990)

Note the format: **DD/MM/YY**

Day	Month	Year	Gender	Male	Female
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## 04 Marital Status (Please tick)

Married	Single
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## 05 Nationality

## 06 Religion

## Contact Information

## 07 Email (one address only)

Please ensure you provide current email address here.

Telephone

## 08 Correspondence address

This address will be used for correspondence

## Name and address of Parent/ Guardian/ Sponsor/ Next of Kin

Please give the name and address of a parent or sponsor or next of kin.

Name	Address
Contact number(s)	

## 09 Programme

### Programme Preference

Please state the code and full title of the programme(s) to which you are applying. You may list up to two choices provided you are academically qualified for each choice. Your choices will be considered in series starting with your first choice. Please refer to the next page for all programmes available and their code.

1st choice: programme code	Title of programme
<input type="text"/>	<input type="text"/>
2nd choice: programme code	Title of programme
<input type="text"/>	<input type="text"/>

## 10 Campus and Session

Please indicate your choice of offering type and campus by ticking the appropriate box. Admission to offering type is on a first come first served basis after payment of school fees. Please tick one box only.

Mataheko Campus*	Morning <input type="checkbox"/>	Evening <input type="checkbox"/>	Weekend <input type="checkbox"/>
Miotso Campus*	Morning <input type="checkbox"/>	Evening <input type="checkbox"/>	Weekend <input type="checkbox"/>
Kumasi Campus*	Morning <input type="checkbox"/>		Weekend <input type="checkbox"/>

## 11 Halls of Affiliation (Please tick one box only)

**Male:** Chancellor Hall  Billy Graham Hall  Faith Hall  Freedom Hall

**Female:** Joy Otabil Hall  Kathryn Kuhlman Hall  Integrity Hall  Justice Hall

## 12 Entry Qualification

Please list the qualification(s) with which you are applying.

WASSCE	SSSCE	A'Levels	Professional	Mature	Other (Specify)

\*Please refer to page 3 on availability of programmes on the various campuses

14 **School leaving details** Please list in chronological order all academic institutions attended. Also state the dates you attended

Name of Institution and Region	Dates Attended (example: 2003-2008)

15 **Entry qualifications** Please list the entry qualification with which you are applying, including grades obtained in every examination you took. Attach transcripts and photocopies of certificates of all examinations results you list below.

Examination Title (Example: WASSCE)	Month and Year attempted (Example: June 2005)	Index number (Example: 0111023456)

Subjects Taken Please specify 1st, 2nd and/or 3rd attempt (s)	WASSCE GRADES			SSCE GRADES			O'LEVEL GRADES			A' LEVEL GRADES			OTHER (SPECIFY)	
	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd

16 **Endorsements**

Declaration and Signature of Applicant  
I declare that the statements on this form are correct. I understand that any offer of admission may be withdrawn if the information provided is fraudulent or if I cannot provide documentary evidence.

Signature	Date
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17 **Endorsement by Referee**

This form must be endorsed by someone of high repute who must read and sign the following declaration:

Name	Address
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18 I certify that the applicant is personally known to me, and that I have vetted both the photograph attached, and the claims contained in this application and that to the best of my knowledge, the information can be said to be true.

Signature
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**Official Use Only**

Selected : <input type="checkbox"/>	Incoming Level:	Signature:
Not <input type="checkbox"/>	Reasons if not	Date:

Receipt Number:	Sold by:
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## Guidelines for applicants

### How to avoid delays

Please read this section carefully. We realise that this is an anxious time for applicants and we aim to process your application quickly and efficiently and convey a feedback as soon as possible. To avoid delays we recommend that you follow the procedure below:

- **Check that you have filled in all the relevant sections on both sides of the form.** If any necessary information is omitted this will slow down or stop the application process (e.g. programme code/title).
- **Make sure that your email address is written clearly as we will use this to contact you.** Please ensure you provide a valid email account and check your mail regularly.
- **Send all supporting documentation with your application form.** Include in one package all supporting documents to avoid delays. Make sure that documents bear your name and your date of birth as they appear on your application.
- **Attach two endorsed passport photographs to your application before submission.**
- **All documents should be submitted with one duplicate.**  
**Supply all documentation in English.** If your transcript and/or

references are not in English, we must receive official independent translations bearing the stamp/signature of the translator as well as the original documents. We do not accept unofficial translations.

- **Central University Admissions Office deals with all application correspondence.** Do not send any documents to any other office, or hand them over to any individual for submission on your behalf. All forms must be submitted to the Admissions Office in Miotso, Near Dawhenya, Accra.  
Please retain a photocopy of your entire application form.
- **The University cannot guarantee admission into a particular programme, level or session.** Your admission is guaranteed when you meet the admissions requirement and pay the appropriate school fees.

### Programmes available for entry in 2019/2020

Central Business School (CBS)		School of Medicine and Health Sciences		Faculty of Arts and Social Sciences (FASS)		School of Architecture and Design (SADe)		Faculty of Laws (FOL)	
Code	Title	Code	Title	Code	Title	Code	Title	Code	Title
BM 01	Bachelor of Science in Administration (Accounting option)	SM 01	Bachelor of Science in Nursing	SC 01	Bachelor of Science in Economics	AS 01	Bachelor of Architecture	LW 01	Bachelor of Laws
BM 02	Bachelor of Science in Administration (HRM option)	SM 02	Bachelor of Science in Physician Assistantship	SC 02	Bachelor of Arts in Environment and Development Studies	AS 02	Bachelor of Science in Planning		
BM 03	Bachelor of Science in Administration (Marketing option)	SM 03	Bachelor of Science in Public Health	SC 03	Bachelor of Arts in Communication Studies				
BM 04	Bachelor of Science in Banking and Finance			SC 04	Bachelor of Science in Psychology				
BM 05	Bachelor of Science in Management Studies			SC 05	Bachelor of Arts in Sociology				
BM 06	Bachelor of Science in Agribusiness Management			SC 06	Bachelor of Arts in Social Work				
<b>Centre for Open and Distance Education</b> Code Title				SC 07	Bachelor of Arts in Theology	<b>School of Engineering and Technology</b> Code Title		<b>School of Pharmacy</b> Code Title	
		CP01	Bachelor of Science in Banking and Finance			SE 01	Bachelor of Science in Civil Engineering	SP 01	Doctor of Pharmacy
		CP02	Bachelor of Science in Administration (HRM option)			SE 02	Bachelor of Science in Information Technology		
		CP03	Bachelor of Science in Administration (Marketing option)			SE 03	Bachelor of Science in Computer Science		

## **Additional Information**

### **Accommodation**

The University does not have accommodation facilities on the Mataheko and Kumasi Campuses. There is however limited accommodation available on the Miotso Campus. Students can make arrangements to secure a place in a number of hostels situated just a few minutes from the Campuses. Places are given on a first come, first serve basis, and prospective students are advised to start making arrangements as soon as practicable.

### **Information on Sessions**

Theology programmes are offered only on the Mataheko campus. Programmes in the Central Business School are offered on the Miotso campus; Morning, and Weekend. Mataheko Campus; Morning, Evening and Weekend. Programmes in the Faculty of Law are on Mataheko Campus; Weekend only and Miotso Campus; Morning and Weekend.

The Kumasi campus offers the following programmes in these sessions: Business – Morning, Evening and Weekend, Law – Weekend, Theology – Evening.